

# POSITION DESCRIPTION

OHIO DEPARTMENT OF ADMINISTRATIVE SERVICES

AGENCY  
Department of Administrative Services

DIVISION OR INSTITUTION  
General Services Division

UNIT OR OFFICE  
State Architect's Office

POSITION CONTROL NUMBER  
11404.0

State Agency     County Agency     New Position     Change

County of Employment  
Franklin

USUAL WORKING TITLE OF POSITION  
Project Manager

POSITION NO. AND TITLE OF IMMEDIATE SUPERVISOR  
11400.0 Architect Administrator

NORMAL WORKING HOURS (Explain unusual or rotating shift)  
8:00 a.m. - 5:00 p.m.

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### JOB DESCRIPTION AND WORKER CHARACTERISTICS

%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
40	<p>Serves as project manager for all assigned facility design &amp; construction projects through all phases of the process: reviews owners' requests for services; determines customers' needs/wants; verifies feasibility of project &amp; reviews estimated fees/costs; coordinates preparation of project drawings &amp; specifications produced by associates; may use computer &amp; conventional drafting techniques for designs developed internally. Oversees entire project design &amp; construction process (e.g., space programming, adjacency analysis, volumetric adequacy analysis, determination of actual dimensions, construction materials, construction products, &amp; building system design); oversees decisions on project plan including estimated costs; has blueprints printed; creates &amp; revises cost estimates; schedules work. Monitors work of &amp; serves as SAO liaison to construction project team (e.g., associate architects, engineers, project coordinators, contractors, manufacturers, dealers, suppliers &amp; state agencies); evaluates conformance to Ohio Building code requirements; reviews construction contractors' submittals &amp; coordinates construction activity; operates motor vehicle to conduct field observations; wears protective gear (e.g., steel toe shoes, goggles, hard hat) when necessary to check progress &amp; resolve potential &amp;/or pending issues at construction sites; moves whole body quickly &amp; easily to independently navigate obstacles, rough stairs, ladders, construction materials &amp; debris during construction site progress check.</p>	<p>Knowledge of (1) architecture &amp; engineering mechanics &amp; graphics; (2) construction industry; (3) project management; (4) agency, state &amp; federal laws, rules, regulations, &amp; codes relative to major construction projects*; (5) safety practices (i.e., per OSHA standards); (6) Protective clothing &amp; equipment.</p> <p>Skill in (7) use of manual drafting &amp; automated engineering hardware &amp; software (e.g., CADD)</p> <p>Ability to (8) review &amp;/or draw plans &amp; specifications in compliance with applicable building codes &amp; related regulations; (9) gather, collate &amp; classify information about data, people or things; (10) handle routine &amp; sensitive inquires from &amp; contacts with consultants/contractors &amp; other government representatives; (11) demonstrate physical fitness to move whole body quickly &amp; easily to navigate construction sites; (12) obtain &amp; maintain valid Ohio Class D driver's license.</p>
20	<p>Works with Architect Administrator (AA) to determine if outside architectural firms will be contracted for design work (i.e., associates); assists in creating Ohio Register announcement for design services; reviews associate submissions; attends associate interviews; reviews technical proposals &amp; assists in fee negotiations; assists in associate contract preparation; assists AA in monitoring &amp; evaluating associate performance; assists AA with procedures.</p>	<p>Knowledge of 1, 2, 3, 4*, (13) contract negotiation &amp; compliance.</p> <p>Ability to 5, 6, 8, 9, 10, 11, 12</p> <p>* developed after employment</p>

CLASS TITLE  
Architect

CLASS NUMBER  
85113

*apd 3-10-05al*

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Richard M. Hickman*    *03-10-05*

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%	Job Duties in Order of Importance	Minimum Acceptable Characteristics
20	Performs responsibility analysis on contractors & subcontractors; monitors construction bid/award process against Ohio Revised Code (ORC) requirements; assist in construction contract preparation, recommendation letters & Controlling board criteria; reviews schedules, contractor submittals (e.g., Forms 26 & 27, schedules of values); assists with contract administration, payment & changes to contract; reviews construction schedule & construction activities; monitors & evaluates contractor performance; assists contractor with procedures, communication & coordination; fulfills contract & Front End specified responsibilities; ensures warranties are in place; assists in preparation of all required notices & applicable correspondence.	Knowledge of 1, 2, 3, 4*, 5, 6, 11 Ability to 8, 9, 10, 11, 12
10	Gather information for sponsor agencies concerning program requirements for specific projects & translates information into written & graphic format used for development of construction documents.	Knowledge of 1, 2, 3, 4*, 11 Skill in (14) operation of personal computer & associated hardware/software*. Ability to 8, 9, 10
10	Maintains continued study & information updated on architectural theory, design, & construction; researches construction methods & design technologies; performs other related duties as assigned.  Must maintain current certificate to practice architecture per Section 4703.06 of Ohio Revised Code.	Knowledge of 1, 2 Ability to 9  * developed after employment

CLASS TITLE  
Architect

CLASS NUMBER  
85113

apd 3-18-05al

List Position Numbers and Class Titles of Positions Directly Supervised:

SIGNATURE OF AGENCY REPRESENTATIVE

DATE

*Richard M. Hickman* 03/10/05